Facade Improvement/Design Assistance Process **Timeline** Step 1. Application for Design Assistance Process begins with submission of the one-page application for Facade Design Assistance. After an application is submitted, applicant has six months to: 1) work with an architect to create facade design, 2) obtain all bids for proposed work, and 3) submit a Facade Improvement Application. Six Months Step 2. Facade Improvement No Facade Improvement Applica-**Application Maximum** To be eligible for design assistance, a Facade If a Facade Improvement Application is not Improvement Application must be submitted submitted within six months of the Design within six months of an Application for Design Assistance Application, no CDBG assistance Assistance. A completed design plan and bids will provided for facade design expenses. for all proposed work must be included with the application. Step 3. Staff & Facade Loan Committee Review City staff and/or Committee may request additional information from applicant. Six Weeks **Maximum Application Denial** Step 4. Application Approval Facade Agreement and Deed of Trust executed. No CDBG assistance. Applicant has twelve months from date of the Agreement to complete construction. **Step 5. Pre-Construction Conference** Applicant/contractors meet with Urban Development staff to discuss Davis-Bacon Wage Rate requirements before construction begins. One Year **Maximum** Step 6. Construction & Reimbursement Once construction begins, borrower is reimbursed for improvements as they are completed. Design costs are fully reimbursed once construction reaches the half way point. Reimbursement continues until construction is complete or loan maximum is reached. Step 7. Certificate of Completion Once construction is complete, borrower signs a Certificate of Completion to certify project completion. Ten Year Step 8. Repayment **Maximum** Loan repayment (principal only) begins one year from date of Facade Agreement or 60 days from final Facade loan payout, whichever occurs first. Borrower is not required to repay design assistance funds.